

# **Borrowing and Library Services**

## **Argenta-Oreana Public Library District**

### **Borrowing privileges**

All residents of the Argenta-Oreana Public Library District are welcome to register for a library card and are entitled to check out materials at both branches and most public libraries across the state.

To register, patrons should present a valid picture ID (driver's license, state ID, military ID, passport, etc.) showing a current address within the district. If the picture ID does not have the current address, patrons should still bring a picture ID as well as a document with the address on it such as a utility bill, voter's registration card, lease, tax bill, printed checks, or other government-issued papers or ID. Parents or legal guardians may use their ID to register children under 18 years old. Young adults 16 and older with their own government-issued ID may register themselves for a card.

Registrations are valid for three years. When renewing a registration, patrons are asked to present the documents listed above to confirm their current address and contact information, even if it has not changed from the previous registration. Over the phone renewals will be allowed. Patrons will be asked to verify identifying information.

Non-residents who do own property within the district, but do not live within the district are eligible for a card. When registering, they should bring a tax bill for the property within the district, as well as a picture ID. Non-resident property owner cards expire one year from the issue date, and the card will only be issued to the person named on the tax bill.

Non-residents who do not own property or rent within the district, and who are not served by another public library according to Illinois Library Law, may purchase a card through the library. The cost will be calculated based on the current tax rate for the Argenta-Oreana Public Library District. In addition to the valid picture ID, non-residents who are property owners should bring a tax bill and renters should bring a lease. Non-resident cards expire one year from the issue date, and only one card will be issued for each family.

Patrons are asked to present their library cards upon checkout. Materials will not be checked out to others' accounts without their library card present.

AOPLD does not charge to replace a card. If a card is lost, the patron is responsible for notifying the library as soon as possible to prevent unauthorized usage of the library account.

## **Loan periods**

Patrons may check out materials for the following loan periods:

Books (older than two months): 3 weeks with 2 renewals

Books (two months or newer): 2 weeks with 1 renewal

Magazines: 1 week with 2 renewals

Music CDs: 3 weeks with 2 renewals

Audiobooks: 3 weeks with 2 renewals

DVDs: 1 week with 2 renewals

New DVDs: 3 days with no renewal

TV Series and Miniseries DVDs: 3 weeks with 2 renewals

Puzzles and games: 2 weeks with 1 renewal

Patrons may only check out two videogames at any time.

To renew materials, patrons may contact the library or may renew their own items online through the library district's web site. A PIN for using the online catalog will be issued when patrons register for a card. The library district cannot guarantee the renewal of an item, especially if another patron is waiting for it.

## **Overdue fines, lost items, and damage fines**

Patrons are responsible for overdue fines for materials that are not returned or renewed by the due date. An email or text notification service is available through the library, and accounts are visible to the patron online. Paper notifications of overdue materials may also be sent. Book drops at both locations are available 24 hours a day.

Fines for overdue items are:

\$0.05 per day for books, magazines, audiobooks, music CDs, games, puzzles,  
and other miscellaneous materials

\$0.10 per day for DVDs and TV series/miniseries

\$0.50 per day for videogames

\$1.00 per day for new DVDs

Patrons with more than \$10.00 in fines on their record will not be able to check out material.

Fines for lost or long overdue items will be the list price on the item's record. Fines for damaged items or missing pieces will be set on an individual basis at the discretion of the Director, and the fines may be up to and including the replacement cost of the item, depending on the nature of the damage or the missing pieces.

AOPLD accepts cash, checks or debit/credit cards.

## **Services**

The Argenta-Oreana Public Library District offers several services to the community, but may charge users for the use of them only to recover the cost of supplies or usage fees charged to the library district.

Fees for copies and prints are as follows:

\$.10 per side for black and white copies or prints

\$.25 per side for color copies or prints

\$.20 per side for library-supplied resume paper

Fees for sending or receiving a fax are as follows:

\$1.00 per page with no charge for the confirmation page or the cover sheet. Fees will be capped at \$10.00 per fax.

The library district sells first-class Forever stamps at the current postal rate.

Digital scanning is available free of charge.

Disc cleaning and repair is available for \$2.00 per disc. The library district cannot make any guarantee about the condition or usability of the disc after cleaning/repair, and is not responsible for discs unable to be used or lost data.

Lamination for large items is available at \$.50 a foot (only at Oreana). Lamination for 8 ½ by 11 paper and smaller paper items is available at both buildings. This type of lamination uses laminating pouches. Each pouch is \$.50.

The library district's computers and wireless access are available free of charge, but users must abide by the Acceptable Use Policy.

The library district will offer educational and recreational programs as often as possible. These programs will be offered free of charge, but supply fees or refundable deposits to reserve seats may occasionally be charged.

## **Reserves, interlibrary loan and reciprocal borrowing**

Patrons are encouraged to reserve items in the Argenta-Oreana Public Library District's collection that are already checked out, or items not in the district's collection, which will then be shipped for checkout to the branch specified by the patron. Librarians may assist with requests, or patrons may request their own items via the library's catalog portal on its web site. A PIN for using the online catalog will be issued when patrons register for a card.

Occasionally, items requested by patrons are not listed in the library system's catalog. Patrons should speak to librarians about options for requesting these materials, although there may be a delivery/postage charge for items acquired out of state. Patrons will be notified beforehand if there will be a charge, at which time they may decide to proceed with the loan or cancel it.

The Argenta-Oreana Public Library District participates in reciprocal borrowing, and welcomes patrons from other libraries. Patrons with cards from libraries in the Illinois Heartland Library System are already in the network, but patrons from other areas in the state may be required to register, and must be in good standing with their home library.

## **Confidentiality of records**

The Argenta-Oreana Public Library District abides by the Illinois Library Records Confidentiality Act, which protects individuals' privacy rights. The library district will not disclose any information pertaining to patrons' use of library materials or services unless ordered to do so by a court.

## **Intellectual Freedom**

The library district supports each patron's right to read, view, listen to, or use any materials without censorship. As such, the library district does not monitor or judge what materials patrons may check out. Parents/legal guardians are responsible for monitoring their children's library usage.

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